

**INCIDENTS REQUIRING THE COMPLETION OF A TACTICAL RESPONSE REPORT**

<b>ISSUE DATE:</b>	23 September 2002	<b>EFFECTIVE DATE:</b>	01 October 2002
<b>RESCINDS:</b>	G02-08-05		
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**I. PURPOSE**

This directive identifies incidents which will require the completion of a Tactical Response Report (CPD-11.377). Department members will refer to the Special Order titled **"Incidents Requiring the Completion of a Tactical Response Report"** for reporting and reviewing responsibilities.

**II. POLICY**

- A. The Tactical Response Report will be used to document the following incidents:
- all incidents which involve a subject fitting the definition of an assailant whose actions are directed against a Department member or directed against another person and the member intervenes.
  - all incidents which involve a subject fitting the definition of an active resister except for incidents in which:
    - the subject's only action of resisting is fleeing; and
    - the member's actions did not extend beyond verbal commands and/or control holds utilized in conjunction with handcuffing and searching techniques which do not result in injury or allegation of injury.
  - incidents involving a subject fitting the definition of a passive resister or a cooperative subject when the subject is injured or alleges injury resulting from the member's use of a force option.
  - all incidents involving the discharge of OC spray or other chemical weapon, a Taser, impact munitions, or a firearm.
  - all incidents where a subject obstructs a police officer when the obstructing is a physical act between the subject and the officer.
- B. Incidents which do not require documentation on a TRR include:
- the use of a firm grip hold which does not result in an injury or allegation of injury;
  - that force necessary to overcome passive resistance due to physical disability or intoxication which does not result in injury or allegation of injury;
  - control holds utilized in conjunction with handcuffing and searching techniques which do not result in injury or allegation of injury and which by themselves are not described in Item II-A of this directive;
  - the use of force in an approved training exercise.
- C. If the most serious use of force requires an investigation by an On-Call Incident Commander (OCIC), then the findings of all Tactical Response Reports resulting from the use of force by any member in that instance will be the responsibility of that OCIC.

### III. PROCEDURES FOR USE OF THE TACTICAL RESPONSE REPORT

A. Each sworn member or detention aide in the performance of his or her duties who is involved in a reportable use of force incident, as described in Item I-A of this directive, will:

1. immediately notify the member's or detention aide's immediate supervisor that he or she has been involved in a use of force incident.
2. complete a Tactical Response Report, detailing information as requested on the report. Specific instructions for the completion of the form can be found in the Tactical Response Report Form Preparation Instructions.

**NOTE:** In reportable use of force incidents, each sworn member or detention aide who uses force will complete a TRR; therefore, there may be several such reports completed for a single arrest.

3. make notifications to the Office of Emergency Management and Communications and the desk sergeant in the district of occurrence and record the name of the person receiving the notification in the appropriate case report for all incidents involving the discharge of OC spray, a Taser, impact munitions, or a firearm.
4. ensure that his or her completed TRR is submitted, along with other required reports as indicated in the Department directive entitled "Processing Persons Under Department Control," to the watch commander in the district of occurrence.

B. A supervisor who has been notified of an incident as described in Item II-A of this directive will:

1. respond to the scene when the injury to a subject or member is of the severity to require immediate medical attention.
2. ensure that all witnesses are identified, interviewed, and that information is recorded in the appropriate report.
3. request the assignment of an evidence technician to take photographs of subjects who have been involved in a use of force incident and are injured, allege injury, or when otherwise deemed appropriate by the supervisor.
4. ensure that other evidence is handled and processed according to existing Department procedures.
5. review the member's TRR for legibility and completeness and indicate approval of such by signing the appropriate box.
6. complete the TRR for a member who cannot complete the report due to injury.

**NOTE:** The TRR will not substitute for an Officer's Battery Report. Whenever a member is the victim of a murder or any type of a battery or an assault, whether such charges are placed against an offender or not, the supervisor will complete an Officer's Battery Report.

7. ensure that a report is completed for the incident, consistent with the guidelines established in the Incident Reporting Guide (IRG) (CPD-63.451).

**NOTE:** Tactical Response Reports resulting from incidents which would not normally require case reports (e.g., warrant arrests) will require the completion of a case report. Members will refer to the IRG section entitled "Special Case Reporting Index for Use of Force Incidents" for specific reporting instructions.

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**WEAPON DISCHARGE INCIDENTS INVOLVING SWORN MEMBERS**

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**I. PURPOSE**

This directive outlines Department investigative and reporting procedures in weapon discharge incidents.

**II. SCOPE**

Under normal circumstances, the provisions of this directive will not apply to:

- A. the discharge of a firearm during:
  - 1. Department-sponsored firearms training or practice;
  - 2. firearms practice at a recognized range facility.
  - 3. Department authorized ballistic examination or testing.
  - 4. a licensed hunting activity.
- B. the discharge of a Taser in a Department authorized training program.
- C. chemical agent use in a Department authorized training program.

**III. FIREARMS DISCHARGE INCIDENT NOTIFICATIONS**

In addition to other notifications outlined in this directive, for **ANY** firearms discharge incidents, including unintentional discharges and those involving the destruction of an animal:

- A. the watch commander in the district of occurrence will ensure Operations Command is notified.
- B. Operations Command will notify the Internal Affairs Division (IAD) call-out supervisor of any firearms discharge incident notification.

**IV. MANDATORY ALCOHOL AND DRUG TESTING**

- A. Any sworn Department member, involved in a firearms discharge incident, whether on or off duty, is required to submit to the mandatory alcohol and drug testing, in compliance with this directive and any applicable collective bargaining agreement.

**NOTE:** This requirement does not apply to the circumstances delineated in Item II-A of this directive.

- B. The IAD call-out supervisor will:
  - 1. contact the On-Call Incident Commander (OCIC) or watch commander, as appropriate, and respond to the designated location to conduct the alcohol and drug testing.
  - 2. complete and submit a "Notice of Alcohol and Drug Testing Following a Firearms Discharge Incident" (CPD-44.252).
- C. The IAD call-out supervisor will ensure:
  - 1. the involved member submits to the alcohol breath test and will conduct the test according to Department policy.

2. the alcohol breath test result is provided to the OCIC or watch commander, as appropriate.
3. the involved member submits to the drug test and ensure the urine specimen is:
  - a. collected in a manner that will preserve the dignity of the involved member and ensure the integrity of the sample.
  - b. collected in the presence of a supervisor of the same sex as the involved member.
  - c. retained by the IAD call-out supervisor who will assume the responsibility for ensuring that the urine specimen is properly secured in accordance with established division-level standard operation procedures, pending processing by a medical laboratory.
4. the alcohol and drug testing occurs as soon as practicable after the firearms discharge incident given the overall demands of the investigation.

**NOTE:** The member with overall command responsibility, (e.g., OCIC or watch commander), will ensure testing is initiated no later than six hours following the firearms discharge incident.

5. that copies of any associated reports, including the testing and results documentation, are forwarded to the Chief Administrator, Independent Police Review Authority (IPRA) once the testing is completed.
- D. If the involved member refuses to provide a breath test or urine specimen pursuant to this process, it is a violation of the Department Rules and Regulations, (e.g., disobedience of an order or directive whether written or oral), and will result in administrative charges against the member, which may include discipline up to and including separation.
- E. No discipline shall occur based solely on the results of the alcohol test when the member's actions are consistent with the Department's Use of Force guidelines and the member discharged their weapon off-duty.

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**USE OF FORCE**

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**I. PURPOSE**

The following addenda describe procedures to be followed for all incidents involving the discharge of OC spray or other chemical weapon, a Taser, impact munitions, or a firearm. Department members will refer to the General Order titled "Use of Force Guidelines" for the policy and guidelines governing Use of Force incidents.

**ADDENDA:**

1. S03-02-01 - Firearm Discharge in Incidents other than the Destruction of Animals
2. S03-02-02 - Other Weapon Discharge Incidents
3. S03-02-03 - Incidents Requiring the Completion of a Tactical Response Report
4. S03-02-04 - CLEAR Automated Tactical Response Report



**FIREARM DISCHARGE IN INCIDENTS OTHER THAN THE DESTRUCTION OF ANIMALS**

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**I. PURPOSE**

This directive:

- A. outlines Department investigative and reporting procedures in firearm discharge incidents other than incidents involving the destruction of an animal.
- B. introduces the concept of the Round Table Panel Session.

**III. ROUND TABLE PANEL SESSION**

- A. The Round Table Panel Session is a preliminary fact-finding session used to provide a forum for the interview of witnesses and review of available facts relevant to a police-related firearm discharge incident.
- B. The Round Table Panel Session will include the following personnel:
  - 1. the On-Call Incident Commander;
  - 2. the area commander of the affected Detective Division area;
  - 3. the watch commander of the district of occurrence;
  - 4. the Detective Division police shooting coordinator for the affected area;
  - 5. other assigned Detective Division personnel;
  - 6. an Assistant State's Attorney;
  - 7. Independent Police Review Authority, and;
  - 8. law enforcement representatives as deemed necessary by the On-Call Incident Commander for the completion of the investigation.
- C. The Round Table Panel Session will convene in instances in which:
  - 1. a Department member has discharged his or her firearm and an individual has been killed or injured or;
  - 2. the On-Call Incident Commander, deems that a Round Table Panel Session will aid and facilitate an investigation.
- D. Conduct of the Round Table Panel Session
  - 1. The area commander of the affected Detective Division area will be the member responsible for convening the Round Table Panel Session with the approval of the On-Call Incident Commander.
  - 2. The Round Table Panel Session will be convened only after the assigned Detective Division personnel have established factual outlines of events in order to present available evidence and testimony in an understandable sequence.
  - 3. The commander of the affected Detective Division area will designate one individual as interviewer. All questions directed to individuals appearing before the Round Table Panel Session will be asked by and through this designated individual.

4. The interviewer will introduce the members of the Round Table Panel Session to the Department member being interviewed and identify the person in charge of the investigation.

E. Member's Right to Counsel and Representation.

1. Union members have the right to be represented by counsel or a representative of their union as authorized by their collective bargaining agreement.
2. Non-union members have the right to be represented by counsel or a person of their choosing who is not an on-duty member.
3. The counselor/representative may advise the member but may not interfere with the interview.

F. Allegations of Misconduct Against a Member

In any instance in which an allegation of misconduct has been made against a member or when an allegation has been made in which criminal prosecution is probable, the member will be:

1. informed in writing of the nature of the allegations before any interview begins.
2. given statutory administrative proceeding rights or, if the allegation indicates that criminal prosecution is probable against the member, constitutional rights concerning self-incrimination prior to the commencement of the interview.
3. interviewed in a manner following the "Conduct of Investigation" procedures outlined in the Department directive entitled "**Complaint and Disciplinary Procedures.**"
4. provided with a copy of any written statement made by the member without any unnecessary delay.
5. allowed reasonable periods of time for personal necessities, meals, telephone calls, and rest.

III. **MEMBER'S RESPONSIBILITIES IN FIREARM DISCHARGE INCIDENTS**

- A. Members who discharge a firearm in the destruction of an animal will follow the procedures described in the Department directive entitled "**Other Weapon Discharge Incidents.**"
- B. In any other instance where a member has discharged a firearm or has had gunfire directed at his or her person, the member, if physically capable, will:

1. notify the Office of Emergency Management and Communications (OEMC) immediately and provide all relevant information.
2. attend to all required emergency and security duties arising from the incident.
3. provide Department members conducting the investigation with information required to effect arrests and fulfill immediate law enforcement necessities.
4. inform the desk sergeant of the district of occurrence.
5. remain on the scene, if not injured, and report to the watch commander from the district of occurrence upon his or her arrival.
6. ensure that his or her firearm remains holstered and secured until it is submitted to Forensic Services Section personnel.

**NOTE:** If the involved member is injured and needs to be relieved of his or her firearm prior to receiving medical treatment, the securing member will take possession of the firearm and duty belt and will ensure that the firearm remains holstered and secured.

7. if disarmed during the firearm discharge incident, preserve the firearm as evidence, as it will be processed in compliance with the Department directive entitled "**Crime Scene Processing.**"



8. complete a Tactical Response Report (TRR) (CPD-11.377) and other reports at the location designated by the district watch commander responsible for the investigation.

**NOTE:** When a member who has discharged a firearm is unable to complete the TRR for any reason, it will become the responsibility of a supervisor designated by the watch commander to prepare this report.

9. attend the Round Table Panel Session as directed by supervisory personnel.
10. contact the Professional Counseling Service via telephone within twenty-four hours of the incident to schedule a **mandatory** debriefing.

**NOTE:** Members who are hospitalized as a result of their involvement in a firearm discharge incident will be contacted by a counselor from the Traumatic Incident Stress Management Program.

- C. In any instance where a member has discharged a firearm outside the City of Chicago, the member will:

1. notify the local police agency and this Department's Operations Command.
2. ensure the submission of all reports connected with the incident, including a TRR and a To-From-Subject report, without unnecessary delay.

- D. Any member, whether on or off duty, having knowledge of circumstances surrounding a firearm discharge incident or who has been fired upon will:

1. remain on the scene until released by those Department members conducting the investigation.
2. provide those Department members conducting the investigation with required information, assistance, and when requested, oral and written statements.
3. report to the watch commander in the district of occurrence.

- E. Member's Statements and Interviews.

1. A member who is involved in a firearm discharge incident will provide an oral report to the person responsible for conducting the investigation without delay and outside the presence of any other individuals.
2. When a member who has discharged a firearm is notified that he or she must give a written statement or an oral statement in the presence of an observer, the interview may be postponed by the officer for a period of time not to exceed two hours.

#### **IV. OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS (OEMC) RESPONSIBILITIES**

In all cases in which a member has discharged a firearm or has had gunfire directed at his or her person, the OEMC will:

- A. dispatch sufficient patrol units to the scene.
- B. determine if a medical emergency exists and if appropriate:
  1. notify the Chicago Fire Department to dispatch emergency medical service units to the scene.
  2. inform the emergency room of the receiving hospital.
- C. assign a sergeant and a field lieutenant from the district of occurrence to the scene. In the event that a member has been injured, OEMC will assign a supervisor to respond to the medical facility treating the injured member.

- D. immediately notify the following in the listed order of priority:
1. the watch commander in the district of occurrence;
  2. Operations Command;
  3. the appropriate area Detective Division Violent Crimes Unit;
  4. the Independent Police Review Authority (IPRA);
  5. the involved member's unit of assignment;
  6. any other units or agencies as they are requested.
- E. not broadcast the name of a Department member who has been involved in a firearm discharge incident over the police radio.

**V. ASSIGNED SERGEANT'S RESPONSIBILITIES**

In all cases in which a member has discharged a firearm or has had gunfire directed at his or her person, the assigned sergeant will:

- A. proceed immediately to the scene.
- B. ensure that medical attention is provided and that adequate manpower and equipment are available.
- C. establish an inner and outer perimeter at the scene of the incident.
1. The inner perimeter(s) is the area or areas at the scene of the incident where physical evidence is likely to be recovered.
  2. The outer perimeter(s) is the area surrounding and encompassing the inner perimeter(s) where assigned personnel can be briefed and deployed.
- D. ensure that:
1. no sworn member of any rank handles, inspects, unloads, or otherwise tampers with the involved member's firearm prior to the arrival of Forensic Services Section personnel.
  2. unless the member was disarmed, the firearm remains holstered and secured pending the arrival Forensic Services Section personnel.
  3. in instances when the Department member was disarmed during the firearm discharge incident, the firearm is preserved as evidence and processed in compliance with the Department directive entitled "Crime Scene Protection and Processing."
  4. all fired projectiles have been accounted for without contaminating or interfering with the collection and maintenance of evidence.
  5. witnesses and other persons (Department member or non-Department member) who may have relevant information are available for on scene interviews.
  6. an officer other than the involved member has been assigned to conduct the preliminary investigation, prepare the original case report, and relay additional information to investigating units.
- E. confirm that the desk sergeant in the district of occurrence and the member's unit of assignment have been notified.
- F. prepare an Officer's Battery Report (CPD-11.451), when necessary, in accordance with the Department directive entitled "Officer's Battery Reporting Procedures."
- G. complete the supervisor's section of the Tactical Response Report.
- NOTE:** If the involved member is of the rank of sergeant or higher, the field lieutenant will complete the supervisor's section of the TRR. In the absence of a field lieutenant, the watch commander will complete this task.
- H. remain on duty until dismissed by the watch commander.

## VI. FIELD LIEUTENANT'S RESPONSIBILITIES

In all cases in which a member has discharged a firearm or has had gunfire directed at his or her person, the field lieutenant from the district of occurrence will:

- A. proceed immediately to the location of the incident and assume command of the scene until the arrival of the watch commander.
- B. ensure that:
  - 1. the tasks outlined in Items IV-B through IV-D have been or are being performed.
  - 2. a secondary notification regarding the incident is made to Operations Command.
- C. confirm that the desk sergeant in the district of occurrence and the member's unit of assignment have been notified.
- D. verify the submission of written reports from involved members in conformance with the provisions of this directive.
- E. remain on duty until dismissed by the watch commander.

## VII. WATCH COMMANDER'S RESPONSIBILITIES

In all cases in which a member has discharged a firearm or has had gunfire directed at his or her person, the watch commander in the district of occurrence will:

- A. proceed to the location of the incident and assume command of the scene.
- B. ensure that the tasks outlined in Items IV-B through IV-D have been or are being performed.
- C. confirm that the following notifications have been made:
  - 1. Operations Command.
  - 2. the appropriate Area Detective Division Violent Crimes Unit.
  - 3. the Independent Police Review Authority (IPRA).
  - 4. the involved member's unit of assignment.
  - 5. any other notifications as appropriate.
- D. inform the following persons when a Department member has been injured or killed by gunfire:
  - 1. the district commander of the district of occurrence;
  - 2. the area deputy chief.
- E. inform the following persons when an individual has been injured or killed by a firearm discharged by a Department member:
  - 1. the district commander of the district of occurrence;
  - 2. the area deputy chief;
  - 3. the State's Attorney's Office, in accordance with the Department directive entitled "Felony Review by Cook County State's Attorney."
- F. obtain a Universal (U) Number from the Independent Police Review Authority in all cases in which:
  - 1. a Department member has injured or killed a person by use of a firearm.
  - 2. a Department member has suffered a self-inflicted gunshot wound.
- G. contact the On-Call Incident Commander, for authorization if circumstances necessitate the relocation of the investigation from the site of the occurrence.
- H. ensure that Forensic Services Section personnel conduct the firearm inspection on-scene in his or her presence. If the watch commander determines that safety concerns or weather conditions preclude the on-scene inspection, the involved member will remain in the continual presence of a

- higher-ranking Department member until the inspection is conducted by Forensic Services Section personnel in the affected Area Detective Division.
- I. notify the Professional Counseling Service via telephone, providing them with the name, star number, and unit of assignment of the involved member and the date the member was instructed to contact the Professional Counseling Service for a mandatory appointment.
  - J. assign transportation for the involved member.
  - K. verify the submission of written reports from involved members in conformance with the provisions of this directive.
  - L. review all written reports generated by Bureau of Patrol personnel submitted during the preliminary investigation.
  - M. prior to the end of his or her tour of duty, complete the review process for the submitted Tactical Response Reports by doing the following:
    - 1. For accidental weapon discharge incidents, as defined in the Department directive entitled "**Use of Force Guidelines**," in which no person was killed or injured, the watch commander will:
      - a. review all TRRs for legibility and completeness and complete the "Watch Commander/ADS Review" section of the TRR.
      - b. obtain a CR number, ensure that CR initiation report is prepared, attach the original of the TRR(s) to the original CR initiation report and forward to IPRA.
      - c. ensure that packets containing all related documents as indicated in the "Attachments" box of the TRR are distributed as listed in the "Distribution" box.
    - 2. For all other weapon discharge incidents described in this addendum or when the involved member is the same rank or higher than the watch commander, the watch commander will:
      - a. review all TRRs for legibility and completeness but will not complete the "Watch Commander/ADS Review" section of the TRR. All TRRs relating to the incident involving the weapon discharge, including any TRRs documenting a non-shooting member's use of lesser force options, will be submitted to the On-Call Incident Commander for his or her determination of conformity with Department directives.
      - b. complete the shooting packet by compiling photocopies of all reports relevant to the incident. The Police Shooting Checklist will serve as a cover sheet for the photocopies and will be distributed as noted on the Checklist.
      - c. receive the completed TRR(s) back from the On-Call Incident Commander and ensure that the TRR(s) are attached to the original of the case report documenting the firearm discharge and forwarded through normal channels to the Records Division.

#### **VIII. ON-CALL INCIDENT COMMANDER RESPONSIBILITIES**

In all cases in which a member has had gunfire directed at his or her person or has discharged a firearm, the on-duty the On-Call Incident Commander, will:

- A. proceed to the scene, assume command of the scene, and ensure that a complete and thorough investigation is conducted of the incident.
- B. ensure that all tasks delineated for lesser-ranking personnel have been or are being performed.
- C. designate the watch commander responsible for directing the preliminary investigation whenever the incident has occurred in more than one district.

- D. personally conduct an investigation into the circumstances surrounding the incident and make a preliminary determination as to whether the conduct of the member conformed to Department guidelines.

**NOTE:** The occurrence of less serious transgressions may be addressed by the procedures described in the Department directive entitled "**Summary Punishment**."

- E. inform the involved member that he or she is required to:
1. call the Professional Counseling Service within twenty-four hours of the incident.
  2. participate in the Traumatic Incident Stress Management Program.
- F. prepare the "Watch Commander/ADS Review" section of the TRR as follows:
1. For accidental weapon discharge incidents, as defined in the Department directive entitled "**Use of Force Guidelines**," in which no person was killed or injured, the On-Call Incident Commander will not be responsible for the completion of the "Watch Commander/ADS Review" section of the TRR but may advise the watch commander on the conduct of the investigation.
  2. For all other weapon discharge incidents described in this addendum or when the involved member is the same rank or higher than the watch commander, the On-Call Incident Commander will review all TRR(s) for legibility and completeness and complete the "Watch Commander/ADS Review" section of the TRR. The On-Call Incident Commander will receive the original of the TRR(s) from the watch commander conducting the preliminary investigation.
- G. return the completed TRR(s) to the watch commander conducting the preliminary investigation.
- H. prior to the termination of the tour of duty, submit a report to the Assistant Superintendent , Operations outlining the pertinent facts of the investigation and forward a copy of that report to the Independent Police review Authority.

#### **IX. DETECTIVE DIVISION COMMAND RESPONSIBILITIES**

- A. In all cases in which a member has been injured or killed by gunfire or has injured or killed a person by use of a firearm, the Detective Division area commander will designate a Detective Division supervisor to serve as the police shooting coordinator for that incident.
- B. The police shooting coordinator will:
1. personally respond to the scene of the investigation.
  2. ensure the preservation of evidence and identification of witnesses.
  3. assume responsibility for the follow-up investigation under the direction of the Detective Division area commander.

#### **X. INDEPENDENT POLICE REVIEW AUTHORITY RESPONSIBILITIES**

- A. In all cases where a Department member has injured or killed a person by use of a firearm, IPRA will conduct a fair and impartial investigation into the circumstances surrounding the incident and make a determination as to whether the conduct of the member conformed to Department guidelines.
- B. IPRA will investigate instances in which a Department member has been involved in a firearm discharge incident outside the Chicago Police Department's jurisdiction and the incident involves allegations of misconduct against the member.
- C. In conducting these investigations, IPRA personnel will follow the procedures outlined in this directive.

## **XI. POST-FIREARM DISCHARGE PROCEDURES**

### **A. Firearm Processing**

1. No member of any rank will handle, inspect, unload, or otherwise tamper with the involved member's firearm prior to the arrival of Forensic Services Section personnel. Unless the member was disarmed, the firearm will remain holstered and secured pending the arrival of the watch commander and Forensic Services Section personnel.
2. Forensic Services Section personnel will:
  - a. conduct the firearm inspection on scene in the presence of the watch commander.
  - b. identify the firearm discharged by the Department member by its make, model, serial number, and other identifiers.
  - c. examine the firearm discharged by the Department member to determine the type of cartridges used.
  - d. examine the surrounding area to identify the number and location of cartridge casings.
  - e. inventory all firearms discharged by the Department member in accordance with established inventory procedures in cases in which:
    - (1) an individual has been injured or killed.
    - (2) identifiable property damage occurs.
    - (3) potential property damage may have occurred. In potential property damage cases, the On-Call Incident Commander, or the Assistant Superintendent, Operations may authorize the responsible member to retain his or her firearm for subsequent personal transport to the Forensic Services Section within ninety-six hours of the incident. The authorization will be noted in the "Comments" field of the eTrack inventory application or in the "Description of Property" section of the Property Inventory formset, as appropriate.
3. If the Department member was disarmed during the firearm discharge incident, the firearm will be preserved as evidence and processed in compliance with the Department directive entitled **"Crime Scene Protection and Processing."**

### **B. Firearms Training Overview**

1. All Department members who have discharged a firearm as described in this addendum will attend a firearms training overview scheduled by the Education and Training Division. Held monthly, the eight-hour training overview will be tailored to the situation and may include, but is not limited to, the topics of the use of deadly force, alternative force response options, tactics for aggressive patrol, and ethics.
2. Attendance at this training overview is mandatory and is not dependent upon the determination by any investigative body responsible for a review of the firearm discharge incident. No connotation as to the appropriateness of the member's actions will attach to a member attending the training overview.
3. The training overview will be considered a tour of duty. Participants will wear the field uniform of the day.
4. Notification Procedure
  - a. The Assistant Deputy Superintendent, Education and Training Division will notify command staff members of the existence of members under their commands who are required to attend a scheduled firearms training overview.
  - b. Upon receipt of the list of members who are required to attend a scheduled firearms training overview, unit commanders will determine which of the listed members are

scheduled for a regular work day on the designated training date. Members will attend the training overview only when it is on their regularly-scheduled work day.

- (1) Unit commanders will supply these members with the name and telephone number of the contact person at the Education and Training Division.
- (2) Unit commanders will inform these members that they are required to attend the scheduled training.
- (3) Members who have been scheduled to attend a firearms training overview but are unable to due to unknown circumstances at the time of the scheduling (i.e., medical roll, court date) will notify their unit commanders and the designated contact person at the Education and Training Division as soon as these circumstances are known.
- (4) Unit commanders will inform the Education and Training Division of members who are on the medical roll or scheduled for a regular day off on the date of the training. Those members will be rescheduled for the next session of the training overview.

Authenticated by:

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